

KTIP COORDINATORS JUNE/JULY 2010 NEWSLETTER

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KENTUCKY TEACHER INTERNSHIP PROGRAM

Intern Management System

- The IMS will be available for entering fall 2010 COEs on August 1.
- Log in using your username and password. Click on Intern Management System (IMS) to begin electronic documentation of the internship.
- Please be sure to answer the hint questions allowing you to reset your password independently. Passwords expire every 90 days.
- Please verify all personal information, including e-mail address.
- Information regarding KTIP and IMS may be found at <http://www.epsb.ky.gov/internships/ktipforms.asp>. Additional updates will be made available via email.

Resource Teacher Information

- For the May time sheet submission, if a resource teacher erroneously selected a fall time sheet rather than a full-year time sheet with 20 in-class and 50 out-of-class hours, the time sheet must be changed to a full year time sheet in order to be processed. This change deletes all signatures and will require new signatures, beginning with the resource teacher's.
- Electronically sign and submit your time sheet for approval upon completion of mentoring hours through IMS. The time sheet requires separate signatures from the Record of Teacher Internship Year (RTIY).
- For those resource teachers working in private schools, if you have moved in the last year, please email Carol Smith at: carolj.smith@ky.gov with your new address to ensure proper delivery of your stipend.
- Prior to contacting the EPSB regarding payment, ensure that the following steps have been completed:
 - a. **All parties have signed off on the timesheet;**
 - b. **The timesheet has been approved by the EPSB; and,**
 - c. **You have checked with your district office to ensure that funds have not been received.**

Reminder: Pursuant to KRS 161.030(6)(f) the Kentucky State Treasurer sends resource teacher payments directly to **public school districts** and **individually** to non-public school resource teachers. An email, accompanied by the resource teacher roster (which identifies the RT, amount, and school), is sent to each finance officer in the district board office for public schools only. Please check with your district office for payment.

Resource teacher time sheet payments are now current through June 30, 2010.

KTIP Committee Cycles

Observations and committee meetings shall be scheduled in accordance with the following:

- The orientation meeting shall be held prior to the conduct of any formal classroom observations of the teacher intern;
- The classroom observations by all committee members shall occur prior to the corresponding committee meeting;
- The classroom observations and second committee meeting (cycle 1) shall be held between one (1) and sixty (60) instructional days **following the orientation meeting;**
- The classroom observations and third committee meeting (cycle 2) shall be held between sixty-one (61) and 110 instructional days **following the orientation meeting;** and
- The taping and reviews of the video or classroom observations and fourth committee meeting (cycle 3) shall be held between 111 and 140 instructional days **following the orientation meeting.**

Optional Cycle IV Committee Meeting

If the Beginning Teacher Committee believes that more time would allow better demonstration of one or more of the Kentucky Teacher Standards, a cycle 4 committee meeting may be scheduled. This additional cycle would be for the purpose of final judgment, and the results from the additional observations would replace those assigned in cycle 3.

The decision to allow a fourth cycle is solely at the discretion of the Beginning Teacher Committee. If a fourth cycle is conducted, it shall fall within the timelines of cycle 3, and all committee members must be in agreement.

- The principal will need to complete the same steps for creating a cycle IV Report that he/she did for the previous cycle reports:
 - Verify intern's information
 - Enter committee meeting and observation dates
 - Enter scores from all committee members
 - Type in strengths and priority areas of growth
 - Check each activity discussed with or without intern at committee meeting
 - Verify/update intern's address and make changes if needed
 - Type in number of instructional days completed

All committee members will need to sign off on this report following the same steps as the previous cycles.

KTIP Deadlines

Fall Semester Interns (Aug-Dec)

October 15th – COEs

December 20th – RTTs

December 15th – RTIYs (if completing)

Full Year Interns (Aug – May)

October 15th – COEs

May 1st – RTIYs

May 1st – RTTs and all documents for unsuccessful internships

Unsuccessful Internships

For unsuccessful internships, submit the following:

- all original documents, including TPA
- video tape (if produced)
- a copy of the school calendar

All documents must be mailed to:
Education Professional Standards Board
Attention: Sherri Henley
100 Airport Road, 3rd Floor
Frankfort, Kentucky 40601

All documents must be submitted on or before:

- May 1 for spring semester
- December 20 for fall semester

KTIP Committee Training

- If you completed KTIP training **after** June 2006, your training is current.
- If you completed KTIP training **before** June 2006 or have never been trained, you must be trained in order to serve on a new teacher internship committee. You must complete the KTIP Face-to-Face Training Homework prior to registering for face-to-face training. To sign up for the KTIP Face-to-Face Training Homework, visit www.kyeducators.org and choose the "Assessments and Internships" link.
- Dates for the face-to-face trainings are available and posted on our website. To view available trainings, visit www.epsb.ky.gov, choose the "Internships" link on the left side of the page, choose "KTIP," then "KTIP Training" from the center of the page. Contact the university to register for the training.

New KTIP Coordinator's Meeting

- The EPSB staff will be hosting a NEW KTIP Coordinators (only) meeting on IMS and KTIP changes on July 29, from 9:00 a.m. until noon at the EPSB, 100 Airport Road, 3rd Floor, Conference Room A. Please contact Sharon Salsman at: Sharon.Salsman@ky.gov if you will be attending (limited seating).

National Board for Professional Teaching Standards

NBPTS/EPSTB/KDE

- **Programmatic questions** are to be directed to the National Board for Professional Teaching Standards (NBPTS) at 1-800-22TEACH (1-800-228-3224).
- **Incentive Trust Fund questions** are to be directed to the Education Professional Standards Board (EPSB) at (502)564-4606 or 1-888-598-7667.
- **\$2000 Salary Supplement questions** are to be directed to the Kentucky Department of Education (KDE) at (502)564-5279.

Timelines/Deadlines

- Statements of Intent (NBC-1) Forms **must** be submitted to Teresa Moore at the EPSB within 30 days of receiving confirmation of NBPTS Candidacy in order for the teacher to be enrolled in the Teachers' National Certification Incentive Trust Fund. Failure to do so may result in the loss of incentives. If you have any questions, please email teresam.moore@ky.gov.
- **January 1 – December 31, 2010** – Complete the NBPTS application process, including payment of the non-refundable initial fee of \$500 and processing fee of \$65, to be received by NBPTS during this period.
- **January 1 – August 1, 2010** – Eligibility window for first-time candidates to receive federal subsidy for 2010-2011 cycle. The following requirements must be met before receiving subsidy:
 1. hold a bachelor's degree
 2. completed three years of successful teaching while holding a professional certificate
 3. teaching in a public school
 4. make and complete application with National Board at www.nbpts.org

5. pay the two non-refundable fees totaling \$565.00

Important Message to Candidates/Sponsors:

A person holding a Rank II will receive a Rank I through successful completion of National Board Certification.

MEMORANDUM

TO: All State Superintendents
Executive Directors of Education Cooperatives

COPY: The Education Professional Standards Board
Commissioner Terry Holliday

FROM: Phillip S. Rogers, Executive Director

DATE: July 9, 2010

SUBJECT: Funding Allocations from the NBPTS Incentive Trust Fund

One of the most important programs the EPSB administers is the National Board Incentive Trust Fund. The trust fund provides support for teachers who seek certification by the National Board for Professional Teaching Standards. (The EPSB is responsible for administering the trust fund but does not oversee the \$2,000 annual salary supplement.)

Over the last ten years the annual allocation for the trust fund has been reduced significantly, resulting in the EPSB's having to make critical decisions regarding funding priorities. Thankfully, over the last five years Kentucky teachers have received federal NBPTS subsidies; however, we have little assurance that teachers will continue to receive these NBPTS-designated supplements.

Based on the current budget reductions and the number of current applicants who could potentially receive the 75% reimbursement for the cost of NB certification, we anticipate that there will be insufficient funds available for the substitute teacher reimbursements or the \$ 400 teacher stipends for this cohort of candidates.

Be assured that though we are not anticipating any remaining funds after the 75% reimbursements have been allocated staff will closely monitor all reimbursements. Any available funds will be identified in the spring semester of 2011 and prorated to districts as per KRS 161.134.

We have also been asked about the consequences of a superintendent's refusal to sign a teacher's application to participate in the trust fund. As you know, 16 KAR 1:040 defines the requirements for participation in the trust fund, one of which is the superintendent's signature. Lack of the superintendent's signature would deprive a teacher of the option of accessing the trust fund while pursuing NBPTS certification; however, the teacher could still pursue NB certification (without the benefit of the support offered through the trust fund), and if successful, the teacher

would still qualify for Rank I and the \$2,000 salary supplement.

These are indeed challenging budgetary times. The EPSB appreciates your support of the important initiatives and programs we administer for the teachers of Kentucky. If you have any questions regarding the trust fund or National Board Certification, please contact Robert Brown at RobertL.Brown@ky.gov or by phone at 502.564.4606.

CONTINUING EDUCATION OPTION

The Central Kentucky Education Cooperative and Kentucky Education Development Corporation have begun cohorts for the new Continuing Education Option Program (CEO). To learn more about CEO, visit our website at <http://epsb.ky.gov/certification/ceoption.asp>

The Kentucky Education Professional Standards Board application for experienced CEO scorers is now available. The solicitation is on the state vendor self-service website for all to view. For technical information regarding the CEO RFP, please contact Ashley Abshire at Ashley.Abshire@ky.gov. For general information regarding the Continuing Education Option, please contact Sharon Salsman at Sharon.Salsman@ky.gov, or Sherri Henley at Sherri.Henley@ky.gov.

The next CEO Portfolio submission window is July 1-15.

National Occupational Competency Testing Institute (NOCTI)

NOCTI is seeking subject matter experts in various technical education areas in order to revise and maintain its teacher assessments and other projects. For more information, visit <http://www.nocti.org>. Those interested should contact NOCTI directly.

"An educational system isn't worth a great deal if it teaches young people how to make a living but doesn't teach them how to make a life."

-- Source Unknown